



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	10-19-10	AGENDA REQUEST NO:	III-G
INITIATED BY:	CHRISTOPHER STEUBING, P.E., CFM CITY ENGINEER	RESPONSIBLE DEPARTMENT:	ENGINEERING
PRESENTED BY:	CHRISTOPHER STEUBING, P.E., CFM CITY ENGINEER	DEPARTMENT HEAD:	CHRISTOPHER STEUBING, P.E., CFM, CITY ENGINEER <i>CLS</i>
		ADDITIONAL DEPARTMENT. HEAD (S):	N/A
SUBJECT / PROCEEDING:	THOROUGHFARE MASTER PLAN UPDATE, CIP ST1103 AWARD OF ENGINEERING SERVICES CONTRACT		
EXHIBITS:	CONTRACT, SCOPE		
CLEARANCES		APPROVAL	
LEGAL:	JOE MORRIS, <i>LED for TBM</i> CITY ATTORNEY	EXECUTIVE DIRECTOR:	N/A
PURCHASING:	TODD REED, PURCHASING MANAGER <i>(P)</i>	ASST. CITY MANAGER:	KAREN DALY <i>kd</i>
BUDGET:	JENNIFER BROWN <i>JB</i> BUDGET & RESEARCH DIRECTOR	CITY MANAGER:	ALLEN BOGARD <i>kd</i> FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		189,500.00	
AMOUNT BUDGETED/REALLOCATION: \$		200,000.00	
ADDITIONAL APPROPRIATION: \$		N/A	
RECOMMENDED ACTION			
Award engineering services contract to Lockwood, Andrews & Newnam, Inc. (LAN) for the Thoroughfare Master Plan Update in an amount not to exceed \$189,500.			

EXECUTIVE SUMMARY

The last completed update to the Thoroughfare Master Plan was conducted in 1997. Since that time, there have been several amendments to the adopted plan that occurred between 1999 and 2004. These changes were in direct relationship to development that was occurring in the City at that time, including Riverstone and First Colony, and proposed improvements to major roadways included in regional plans.

The proposed update includes various tasks and will bring the current thoroughfare plan up to date on a number of issues that have changed over the years. As the City grows and mobility becomes more of an issue, updates and changes to this plan are critical in maintaining consistency with the City Council direction and the goals of the City. The current plan does not address some of the changes that have occurred regarding street function, classification, capacity and context sensitive design elements as they relate to development trends and approaches. Some of the tasks included in this contract are as follows:

- Conduct needs assessment and prepare background model
- Identify potential areas for redevelopment and coordinate plan
- Prepare base map and other thematic maps to support plan
- Coordination with City Management, Planning and Zoning Commission and City Council
- Coordination with current master plans, ongoing mobility plan and other regional plans and studies
- Develop updated Thoroughfare Plan
- Develop roadway classifications and alternative cross sections
- Prepare final report and documents

The proposal includes elements that will bring the City's Thoroughfare Master Plan into alignment with current standard engineering and development practices. It will also provide alternative roadway sections that will provide standards and address the concern with pedestrian and bicycle components and the interaction with vehicular traffic on certain classes of streets in order to assist in addressing both mobility and safety.

Consultant selection for this project was conducted through an RFQ process. Three consultants were interviewed for this project with the committee selecting Lockwood Andrews & Newnam, Inc. (LAN). LAN's experience was displayed during the interview and the selection committee believes LAN can provide the best experience and support to City staff in updating the Thoroughfare Master Plan. The project budget is \$200,000 in CIP ST1103 and the proposal from LAN is \$189,500.

The Engineering Department recommends that the City Council authorize the execution of the engineering services contract with Lockwood Andrews & Newnam, Inc. for CIP project ST1103, Thoroughfare Master Plan Update, in an amount not to exceed \$189,500.

EXHIBITS

CITY OF SUGAR LAND
STANDARD CONTRACT FOR GENERAL SERVICES
Over \$50K - Form Revised 5/17/10

I. General Information and Terms.

Contractor's Name and Address: Lockwood, Andrews & Newnam, Inc.
2925 Briarpark Dr # 400
Houston, TX 77042-3746

Description of Services: Thoroughfare Master Plan Update

Maximum Contract Amount: \$189,500

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND

CONTRACTOR:

City Manager or Assistant City Manager

By: Michael A. Leamy

Date: _____

Date: 10/08/2010

Reviewed for Legal Compliance:

Jon M. [Signature]

CITY OF SUGAR LAND

THOROUGHFARE MASTER PLAN UPDATE

SCOPE OF SERVICES

The consultant will perform the below tasks in support of the City of Sugar Land's stated goal of updating the current Major Roadway Plan and creating a Master Thoroughfare Plan for the City Limits and Extra-Territorial Jurisdiction (ETJ). The intended use of the study is to expand on the current plan and provide more accurate data for lane and intersection capacities; thoroughfare planning and coordination with other local and regional agencies; and a greater variety of typical thoroughfare cross-sections, to include context-sensitive designs and provisions for pedestrians, bicyclists, and transit. It will also coordinate with the Mobility Study and Hike & Bike Master Plan.

City of Sugar Land Project Manager: Chris Steubing, PE, City Engineer

Other City stakeholders: Robert Valenzuela, PE—Assistant City Engineer
Doug Schomburg—Interim Planning Director
David Worley, PE—Assistant Public Works Director
Pat Walsh, PE—Transportation Director
Joe Chesser—Assistant Parks & Recreation Director

LAN Project Manager: Michael A. Feeney, PE, FITE

Other LANStaff: Milton Richter, PE

David Manuel, AICP
Charles "Chip" Taylor, PE
Marshall Cheek, PE
Thomas Gerrity, EIT
Abdul El-Hout, EIT
Joe Bates, EIT

Task 0: Project Administration

Subtask 0.1: Project Management

- a. Establish a Project-Specific Extranet Site.
- b. Set up project accounting and filing systems.
- c. Prepare and Transmit Quality Management Plan (QMP) to City Project Manager. The QMP will:
 - Establish document flow protocols
 - Establish documentation standards for correspondence and record files, and
 - Identify Quality Control (QC) touchpoints in the schedule and key QC staff.
- d. Schedule Kickoff Meeting with Project Review Team (PRT) through City Project Manager.
- e. Request pertinent Prior Studies and Plans from City, County and TxDOT. At a minimum, these requests will include:
 - Sugar Land Hike & Bike Master Plan
 - Major Thoroughfare Plans of Fort Bend County and neighboring cities (including Meadows Place, Stafford, Missouri City, Thompsons, Richmond)
 - Previous studies on potential Brazos River Bridge crossings, Grand Parkway segments, and US 90A grade separations.
 - Traffic impact studies related to Baseball Stadium
 - Access Management Study on SH 6
- f. Request Houston-Galveston Area Council (H-GAC) travel demand model output and documentation
- g. Attend Kickoff Meeting with City Project Manager and PRT to:

- Establish milestone dates,
 - Document stakeholder issues, and
 - Obtain initial input regarding issues, analysis techniques, stakeholder and public involvement requirements, and vetting
- h. Submit progress reports and invoicing to City Project Manager as defined in the QMP. The consultant will provide a briefing of study status to the City Project Manager and PRT at regular monthly meetings.
- i. Conduct and report on workshops with Planning & Zoning Commission (P&Z) and City Council (CC) in accordance with the project schedule.

Subtask 0.2: Quality Assurance/Quality Control

- a. Conduct Quality Control procedures throughout the duration of the project as outlined in the QMP.
- b. Document fulfillment of QMP requirements to the City Project Manager with each deliverable as called for in the QMP.
- c. Address any issues or comments from the City Project Manager in timely fashion relative to the QMP prescribed review windows for the applicable deliverables.

Task 1: Needs Assessment and Background Model

Subtask 1.1: Data Collection

- a. Identify Base Year 2009 and Forecast Year 2035 traffic projections for thoroughfare segments within and adjacent to Sugar Land jurisdiction (2009 and 2035 years based on available years in H-GAC regional travel model)
- b. Identify Base Year 2009 and Forecast Year 2035 population and employment projections for zones within and adjacent to Sugar Land jurisdiction (H-GAC regional travel model)
- c. Inventory planned roadway improvements within and adjacent to Sugar Land jurisdiction by Cities, County, TxDOT, and others.
- d. Parcel boundaries and right-of-way extents
- e. General or Master Plans for University of Houston, Baseball Stadium, and other large-scale developments

Subtask 1.2: Identify Locations of Potential Redevelopment

- a. Collect current zoning and other regulations determining potential re-use
- b. Identify shallow-depth strip commercial in isolated locations
- c. Identify underutilized areas and locations likely to redevelop
- d. Identify potential transit stations and park & ride lot opportunities, in conjunction with Mobility Plan staff and consultants

Subtask 1.3: Base Maps

- a. Obtain and modify GIS base mapping of existing Major Roadway Plan
- b. Prepare thematic maps to support study development and review, including the following maps:
 - Base Year 2009 and Forecast Year 2035 Population and Employment (H-GAC regional model)
 - Planned Major Roadway Improvements
 - Existing and Proposed major attractors, points of interest, and major residential / commercial developments
 - Additional thematic maps to support study development.

Subtask 1.4: Recommend Changes to Background Model

- a. Identify planned roadway segments missing from H-GAC model
- b. Redistribute and reassign traffic volumes, in consultation with PRT as needed

- c. Identify existing and future-year traffic bottlenecks

Task 2: Coordinate with Other City Efforts and Entities

Subtask 2.1: Mobility Plan Coordination

- a. Attend all remaining Mobility Advisory Committee meetings (three planned)
- b. Evaluate Mobility Plan scope and schedule for possible coordination touchpoints and common objectives (assume three meetings with Mobility Plan staff and/or consultant)
- c. Document coordination activities and outcomes

Subtask 2.2: Planning & Zoning and City Council Workshops

- a. Develop presentation on study progress for P&Z and CC at these milestones:
 - P&Z Preliminary Coordination (Task 1)
 - Completion of Needs Assessment (Task 1)
 - Completion of Draft Plan (Task 3)
 - Issuance of Final Report (Task 5)

Task 3: Develop Updated Thoroughfare Plan

Subtask 3.1: New Build-Out Map

- a. Work through PRT to derive preferred thoroughfare network elements
- b. Draft Identification of New Corridors
- c. Draft Identification of Changed Corridors
- d. Evaluate and incorporate transit, bicycle, and pedestrian accommodation where applicable
- e. Develop draft action plan of next steps with task ownership identified
- f. Revise map elements according to review comments by PRT

Task 4: Develop Roadway Classifications and Alternative Cross Sections

Subtask 4.1: Develop Universe of Functional Classifications

- a. Develop recommended list of roadway functional classifications
- b. Develop sample cross-section(s) for each functional classification, to include lane count, width, and configuration; medians and landscape areas (if included); and transit, pedestrian, and bicyclist accommodations.
- c. Develop context-sensitive design parameters such as access management standards, design speeds, bicycle and pedestrian facility guidelines, and other development ordinances relative to each roadway functional classification and context.

Subtask 4.2: Assign Classifications to Roadway Segments

- a. Evaluate existing corridors needing traffic calming and/or other remedial improvements
- b. Evaluate new corridors to determine appropriate functional classifications
- c. Develop supplemental table to Thoroughfare Plan Map, with listing of roadway segments, functional classification and design standards assigned, and other pertinent characteristics (such as right-of-way to be acquired)

Task 5: Project Report Preparation

- a. Issue Draft Report, to include the following sections:
 - Executive Summary
 - Purpose and Need Statement

- Methodology
 - Listing of Roadway Functional Classifications with Physical and Planning Characteristics
 - Major Thoroughfare Plan Map
 - Narrative Inventory of Major Plan Changes
 - Summary of Stakeholder Comments Received
 - Summary of Recommendations including Action Plan
 - Appendices
- b. Revise per comments from City Project Manager and PRT, and issue Final Report.

DELIVERABLES

The following deliverables are identified in the above scope:

- a. Quality Management Plan
- b. Monthly Progress Reports and Invoicing
- c. Monthly Project Status Meeting—Agenda and Minutes
- d. Existing Conditions Report
- e. Draft and Final Reports (ten copies each), which incorporate the items listed in Task 5 above.
- f. Final Thoroughfare Plan Map (as stand-alone product)
- g. Presentation Materials for P&Z and CC (three meetings each), and any other outreach efforts
- h. Meeting Summaries from P&Z and CC workshops / presentations (three meetings each)
- i. Electronic and Paper files requested by City Project Manager

POTENTIAL FURTHER TASKS

The following work is explicitly beyond the above scope of services:

Refinement and Execution of Regional Travel Demand Model: It is not anticipated that the determination of major roadway needs will require additional use of the H-GAC travel demand model. It is assumed that forecasts will be derived from results provided by H-GAC staff in coordination with others charged with performing such work.

Preparation of Additional Documents: This work could encompass preparation of draft RTP and TIP amendments as directed. Other work could include the development of discretionary grant applications or testimony for meetings or hearings pertaining to advancement of projects beyond the accomplishment of the study. If advancement of one or more projects will require the expenditure of Federal funds, then additional documentation to satisfy the requirements of the National Environmental Policy Act (NEPA) will be required. LAN staff has the expertise to prepare such documentation and reporting in conjunction with the preparation of schematic drawings, as well as to secure required project clearances through TxDOT and FHWA.